

City of Crooks
Crooks Housing and Redevelopment Commission
Regular monthly meeting
Meeting agenda
Date: October 19, 2021
Time: 7:00 pm/CST
Location: Crooks Community Center (701 S West Ave, Crooks, SD, 57020)

- 1) Call to order/Roll call
- 2) Pledge of Allegiance
- 3) Approve agenda
- 4) Approve meeting minutes
- 5) Bills and Communications
- 6) Financials
- 7) Open comments
- 8) New business:
 - a. Approve pay application submitted by Tom's Backhoe for W 5th St. utilities
 - b. Update on issues in Sunset Development:
 - i. Drainage problems between 5th and 6th St.
 - ii. Concrete on lot line on Oak Ave
 - iii. Drainage problems at corner of W 4th St. and Winterberry
 - iv. Fence being installed in drainage easement
- 9) Old business:
 - a. Update progress of Heritage Pond development
- 10) Adjourn


A GREAT PLACE TO COME HOME TO!

Crooks Housing and Redevelopment Commission

Regular monthly meeting minutes

September 21, 2021

At 7pm Chairman Harstad called the meeting to order at the Crooks Community Center. Answering roll call were Commissioners Carlson, Harstad, Moller.

Pledge of Allegiance was recited by those present.

Approve agenda. Motion by Moller to approve agenda, seconded by Carlson. No discussion. All aye, motion carries.

Approve meeting minutes. Motion by Carlson to approve meeting minutes, seconded by Moller. No discussion. All aye, motion carries.

Bills and Communications. Motion by Moller, seconded by Carlson to approve claims. No further discussion. All aye, motion carries.

Crooks Housing and Redevelopment Commission			
September Claims 2021 claims			
Vendor	Date incur.	Amount	Description
DNB National Bank	9/14/2021	\$ 13,655.17	bond payment
Internal Revenue Service/EFTPS	9/20/2021	\$ 95.60	payroll taxes
Mike Harstad	9/1/2021	\$ 115.44	monthly pay
Chad Moller	9/1/2021	\$ 115.44	monthly pay
Chris Langloss	9/1/2021	\$ 115.44	monthly pay
Jeff Nelson	9/1/2021	\$ 115.44	monthly pay
Robert Carlson	9/1/2021	\$ 115.44	monthly pay
	Total	\$ 14,327.97	

Financials. Commission reviewed financials.

Open comments. Schantz, Crooks City Finance Officer, asked commissioners about questions submitted by resident on Heritage Pond Development. Commission suggested resident inquire with Van Buskirk Company on questions. Jeremy Papke, resident, asked Commission if parcel of property could be purchased for access for potential twin home development.

New business.

- a) Steps deed over property to daycare land. Commission discussed steps necessary to deed over parcel of property to daycare not included in previous purchase. Moller will conduct steps necessary.

Old business.

- a) Updates on Sunset/Heritage Pond/Utilities on W 5th St. Harstad provided updates on statuses to Commission. Commissioners then discussed items such as paid water/sewer hookup fees and placement of Xcel infrastructure.

Adjourn. Motion by Carlson to adjourn meeting at 7:29pm, seconded by Moller. No discussion. All aye, motion carries.

Respectfully submitted,

Tobias Schantz

Finance Officer

City of Crooks, SD

Crooks Housing and Redevelopment Commission
Special Meeting Minutes
September 29, 2021

At 5:30 pm, Chairman Harstad called the meeting to order at the Crooks Municipal Office.

Present: Commissioner Harstad , Commissioner Carlson, Commissioner Nelson

Absent: Commissioner Moller (with notice)and Commissioner Langloss (with notice)

Also present: City Finance Officer Schantz

Approve agenda: Motion by Nelson to approve agenda, seconded by Carlson. No discussion. Commissioner Harstad called for the vote, all aye, motion carries.

Approve Xcel bill: Commission reviewed the submitted bill. Motion by Carlson to approve the bill in the amount of \$10,593.58. The motion was seconded by Nelson. No further discussion. Commissioner Harstad called for the vote, all aye, motion carries.

Adjourn. Motion by Carlson to adjourn meeting at 5:32 pm, seconded by Nelson. No discussion. All aye, motion carries.

Respectfully submitted,
Jeffrey Nelson
Secretary, CHRC

Crooks Housing and Redevelopment Commission**October 2021 claims**

Vendor	Date incur.	Amount	Description
DNB National Bank	10/14/2021	\$ 13,655.17	bond payment
Internal Revenue Service/EFTPS	10/18/2021	\$ 95.70	payroll taxes
Mike Harstad	10/1/2021	\$ 115.43	monthly pay
Chad Moller	10/1/2021	\$ 115.43	monthly pay
Chris Langloss	10/1/2021	\$ 115.43	monthly pay
Jeff Nelson	10/1/2021	\$ 115.43	monthly pay
Xcel Energy	9/29/2021	\$ 10,593.58	moving of electric utilities along W. 5th St.
Robert Carlson	10/1/2021	\$ 115.43	monthly pay
Total		\$ 24,921.60	

CROOKS HRC 2021 BUDGET V ACTUALS

As of September 30th, 2021

	Budget	Y-T-D	%
Salaries & Wages	\$ 4,500.00	\$2,975.00	66.11%
Social Security	\$ 280.00	\$184.45	65.88%
Medicare Benefit	\$ 100.00	\$43.17	43.17%
Insurance	\$ 6,000.00	\$0.00	0.00%
Services & Fees	\$ 55,000.00	\$23,053.75	41.92%
Publishing	\$ 250.00	\$0.00	0.00%
Supplies & Materials	\$ 500.00	\$0.00	0.00%
Travel & Conference	\$ 500.00	\$0.00	0.00%
Other current expense	\$ -	\$10,600.08	#DIV/0!
Principal Debt Service	\$ 144,000.00	\$120,245.49	83.50%
Interest Debt Service	\$ 66,100.00	\$47,135.66	71.31%
	\$277,230.00	\$204,237.60	74%

**CROOKS HOUSING AND REDEVELOPMENT COMMISSION
BALANCE SHEET
CHRC FUND
AS OF SEPTEMBER 31, 2021**

	CHRC Fund
ASSETS:	
Current Assets:	
Cash and Cash Equivalents	423,725.38
Restricted Cash & Cash Equivalents	164,528.13
Total Current Assets	588,253.51
NET POSITION:	
Restricted Net Position	164,528.13
Unrestricted Net Position	423,725.38
Total Net Position	588,253.51

**CROOKS HOUSING AND REDEVELOPMENT COMMISSION
STATEMENT OF CASH FLOWS
FOR THE MONTH OF SEPTEMBER 2021**

	CHRC Fund
CASH FLOWS FROM OPERATING ACTIVITIES:	
Cash Payments to Commissioners for Services	(577.20)
Cash Payments to Suppliers of Goods and Services	-
Other Operating Cash Payments/Receipts	(10,689.18)
Net Cash Provided (Used) by Operating Activities	(11,266.38)
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:	
Proceeds from Capital Debt	-
Capital Contributions	-
Purchase of Capital Assets	-
Capital Asset Improvements	-
Principal Paid on Capital Debt	(8,887.91)
Interest Paid on Capital Debt	(4,767.26)
Net Cash Provided (Used) by capital and related financing Activities	(13,655.17)
CASH FLOWS FROM INVESTING ACTIVITIES:	
Purchase of Investment Securities	-
Proceeds from Sales and Maturities of Investments	-
Proceeds from Sale of Capital Assets	-
Cash Received for Interest	1.35
Net Cash Provided (Used) by Investing Activities	1.35
Net Increase (Decrease) in Cash and Cash Equivalents	(24,920.20)
Balances - Beginning	613,173.71
Balances- Ending	588,253.51

APPLICATION AND RECOMMENDATION FOR PAYMENT

Contract for Crooks, 5th Street Utility Services DGR Project No. 669046.1

Application No. 1 and Final Dated October 1, 2021

For work accomplished through the date of September 30, 2021

Contractor Tom's Backhoe Service Inc. 323 Woodland Hills Lane, Brainerd, MN 56401

Original Contract Price	<u>\$48,520.00</u>	Gross Amount Due	<u>\$59,393.00</u>
Net Change Orders		Materials Stored	<u>\$0.00</u>
No. <u>1</u> through <u>1</u>	<u>\$10,873.00</u>	Less Retainage (<u>0 %</u>)	<u>\$0.00</u>
Current Contract Price	<u>\$59,393.00</u>	Less Previous Payments	<u>\$0.00</u>
		Amount Due This Final Application	<u>\$59,393.00</u>

Contractor's Certification

The undersigned Contractor certifies that (1) all previous progress payments received from Owner on account of Work done under the Contract referred to above have been applied to discharge in full all obligations of Contractor incurred in connection with Work covered by prior Application and Recommendation for Payments numbered 1 through 1 inclusive; and (2) title to all materials and equipment incorporated in said Work or otherwise listed in or covered by this Application will pass to Owner at time of payment free and clear of all liens, claims, security interests or encumbrances (except such as are covered by Bond acceptable to Owner).

Tom's Backhoe Service Inc.
Contractor

Dated: _____

By: _____

This application meets the requirements of the Contract Documents.
In accordance with the contract, the undersigned recommends payment to the contractor of the amount due as shown above.

DGR Engineering
Engineer

Dated: _____

By: _____

The Owner concurs with this application for payment.

Crooks Housing and Redevelopment Commission
Owner

Dated: _____

By: _____

APPLICATION FOR PAYMENT DETAIL SHEET

APPLICATION DATE: October 1, 2021

APPLICATION NO. 1

PROJECT: Crooks, 5th Street Utility Services
 CONTRACTOR: Tom's Backhoe Service Inc.
 ENGINEER: DGR Engineering

APPLICATION PERIOD
 FROM: September 1, 2021
 THRU: September 30, 2021

ITEM NO.	ITEM DESCRIPTION	PLAN QTY	UNIT	UNIT PRICE	CONTRACT PRICE	PAST APPLICATION		THIS APPLICATION		TOTAL TO DATE		REMARKS
						QTY	EARNED	QTY	EARNED	QTY	EARNED	
1	Mobilization	1	L.S.	5,000.00	5,000.00			1.00	5,000.00	1.00	5,000.00	
2	Remove Asphalt Concrete Pavement	218	SY	10.00	2,180.00			218.00	2,180.00	218.00	2,180.00	
3	Saw Existing Asphalt	221	LF	8.00	1,768.00			221.00	1,768.00	221.00	1,768.00	
4	Remove Concrete Curb and Gutter	119	LF	15.00	1,785.00			119.00	1,785.00	119.00	1,785.00	
5	4" Sanitary Sewer Service	165	LF	55.00	9,075.00			165.00	9,075.00	165.00	9,075.00	
6	8"x4" Inserta-Tee	5	EACH	500.00	2,500.00			5.00	2,500.00	5.00	2,500.00	
7	Sanitary Service Cap	5	EACH	100.00	500.00			5.00	500.00	5.00	500.00	
8	1" Water Service	115	LF	55.00	6,325.00			115.00	6,325.00	115.00	6,325.00	
9	1" Curb Stop w/Box	5	EACH	400.00	2,000.00			5.00	2,000.00	5.00	2,000.00	
10	6"x1" Tapping Saddle		EACH	500.00								
11	1" Corporation Stop	5	EACH	150.00	750.00			5.00	750.00	5.00	750.00	
12	Aggregate Base Course (6")	15	TN	100.00	1,500.00			15.00	1,500.00	15.00	1,500.00	
13	Concrete Curb & Gutter	119	LF	40.00	4,760.00			119.00	4,760.00	119.00	4,760.00	
14	Asphalt Concrete Composite (4")	61.25	TN	300.00	18,375.00			61.25	18,375.00	61.25	18,375.00	
CCO-1	8"x1" Tapping Saddle	5	EA	575.00	2,875.00			5.00	2,875.00	5.00	2,875.00	
					TOTAL CONTRACT PRICE:	59,393.00						
						TOTAL IMPROVEMENTS:	-	59,393.00	59,393.00			
						MATERIALS STORED:	-	-	-			
						RETAINAGE:	-	-	-			
						TOTAL DUE:		59,393.00	59,393.00			

Date of Issuance: September 30, 2021	Effective Date: September 30, 2021
Owner: Crooks Housing and Redevelopment Commission	Owner's Contract No.: N/A
Contractor: Tom's Backhoe Service	Contractor's Project No.: N/A
Engineer: DGR Engineering	Engineer's Project No.: 669043.1
Project: Crooks, 5 th Street Utility Services	Contract Name: Crooks, 5 th Street Utility Services

The Contract is modified as follows upon execution of this Change Order:

Description: Removal of Sanitary Sewer Lift Station electrical improvements from project to reduce project costs. Change Order will remove bid items 24, 79, 82, 83, 84, 85, 86 and 87 from the project entirely.

Attachments: *See attached spreadsheet itemizing the change order.*

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES <i>[note changes in Milestones if applicable]</i>
Original Contract Price: \$ <u>48,520.00</u>	Original Contract Times: Substantial Completion: <u>October 1, 2021</u> Ready for Final Payment: <u>October 1, 2021</u> days or dates
[Increase] [Decrease] from previously approved Change Orders No. <u> </u> to No. <u> </u> : \$ <u>0.00 – N/A</u>	[Increase] [Decrease] from previously approved Change Orders No. <u> 1 </u> to No. <u> 1 </u> : Substantial Completion: <u>N/A</u> Ready for Final Payment: _____ days or dates
Contract Price prior to this Change Order: \$ <u>48,520.00</u>	Contract Times prior to this Change Order: Substantial Completion: <u>October 1, 2021</u> Ready for Final Payment: <u>October 1, 2021</u> days or dates
[Increase] [Decrease] of this Change Order: \$ <u>10,873.00</u>	[Increase] [Decrease] of this Change Order: Substantial Completion: <u>No Change</u> Ready for Final Payment: <u>No Change</u> days or dates
Contract Price incorporating this Change Order: \$ <u>59,393.00</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>October 1, 2021</u> Ready for Final Payment: <u>October 1, 2021</u> days or dates

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: _____ Engineer (if required)	By: _____ Owner (Authorized Signature)	By: _____ Contractor (Authorized Signature)
Title: <u>Project Engineer</u>	Title: _____	Title: _____
Date: _____	Date: _____	Date: _____

Approved by Funding Agency (if applicable)

By: _____ Date: _____
Title: _____

CHANGE ORDER NO. 1

DATE: September 30, 2021

PROJECT: Crooks, 5th Street Utility Services

CONTRACTOR: Tom's Backhoe Service Inc.

ENGINEER: DGR Engineering

ITEM NO.	ITEM DESCRIPTION	UNIT	UNIT PRICE	CURRENT CONTRACT		PROPOSED CHANGES		NEW CONTRACT	
				QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT
1	Mobilization	L.S.	5,000.00	1	5,000.00			1	5,000.00
2	Remove Asphalt Concrete Pavement	SY	10.00	400	4,000.00	-182	-1,820.00	218	2,180.00
3	Saw Existing Asphalt	LF	8.00	390	3,120.00	-169	-1,352.00	221	1,768.00
4	Remove Concrete Curb and Gutter	LF	15.00	150	2,250.00	-31	-465.00	119	1,785.00
5	4" Sanitary Sewer Service	LF	55.00	165	9,075.00			165	9,075.00
6	8"x4" Inserta-Tee	EACH	500.00	5	2,500.00			5	2,500.00
7	Sanitary Service Cap	EACH	100.00	5	500.00			5	500.00
8	1" Water Service	LF	55.00	115	6,325.00			115	6,325.00
9	1" Curb Stop w/Box	EACH	400.00	5	2,000.00			5	2,000.00
10	6"x1" Tapping Saddle	EACH	500.00	5	2,500.00	-5	-2,500.00		
11	1" Corporation Stop	EACH	150.00	5	750.00			5	750.00
12	Aggregate Base Course (6")	TN	100.00	15	1,500.00			15	1,500.00
13	Concrete Curb & Gutter	LF	40.00	150	6,000.00	-31	-1,240.00	119	4,760.00
14	Asphalt Concrete Composite (4")	TN	300.00	10.00	3,000.00	51.25	15,375.00	61.25	18,375.00
CCO-1	8"x1" Tapping Saddle	EA	575.00			5	2,875.00	5	2,875.00
TOTAL:					48,520.00		10,873.00		59,393.00